

Weekly Report for Week Ending 25 June 1958
from
RECORDS DISPOSITION BRANCH

1. Contributions

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A. File Systems - EIC Secretariat

✓ Project completed and accomplishments are as follows:

Records Control Schedule was revised; application of the schedule permitted destruction of 25 cu. ft. of records and the retirement of 16 cu. ft. to the Records Center; installed file systems for five separate file groups totaling 28 cu. ft. in which 300 double pressboard acco folders were replaced by 11 point Kraft folders; adjusted stock levels of finished publications at the Records Center to reduce stock maintained in current office space; obtained assistance of Miss [REDACTED] Forms Management Branch, who developed a form letter for EIC use; in addition, three safes will be released which will make available much needed floor space in a crowded area.

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2. Assignments

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a. OTR Records Control Schedule

No change from previous report.

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b. Records Management Survey/Office of Personnel

Mechanics for converting the Official Personnel and Applicant folders to shelving equipment were discussed with Mr. [REDACTED] DD/Pers/PD. Mr. [REDACTED] was taken to the Finance Registry to view a shelving installation there. Other visits will be scheduled as time permits. Mr. [REDACTED] has arranged a meeting with the D/Pers for 2:30 P.M. Friday to discuss the Staff Study.

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c. Medical Staff/Shelf Filing Project

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Shelving has been installed and is in operation. An inspection of the installation was made on Tuesday of last week and Procurement Division/OL was notified of several items which need correction. Procurement will request the vendor to comply.

✓ d. OSI File Systems

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No change from previous report.

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✓ e. Office of Logistics/Security Staff

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3. Vital Materials

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25X1A9a a. Mrs. [REDACTED] ONE, accompanied last weeks trip to the [REDACTED]
Mrs. [REDACTED] who will be handling Vital Materials for ONE in lieu
25X1A9a of [REDACTED], also toured the Records Center.

b. Several meetings were held with OCR representatives in regard to
the finished intelligence survey and the establishment of current
Vital Materials Deposit Schedules.

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25X1A9a c.

[REDACTED]

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Col. [REDACTED] stated that reports from DD/S offices, outlining
their participation in this exercise, indicate that several will
use these three days as a time to review their Vital Materials
holdings.

d. Microfilming of Vital Materials in Security Office continues.

4. News

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✓ a. [REDACTED] has been awarded the contract for open shelf filing
equipment in the Office of Security. The first delivery is
expected August 14.

b. Assisted IR/OCR in planning for the secured areas in [REDACTED]
[REDACTED] at the request of Mr. [REDACTED], Assistant to DD/I
(Administration).

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✓ c.

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[REDACTED]

[REDACTED]

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